

April 26, 2007

TO: County Personnel Policy Board Members

SUBJECT: Personnel Policy Board Meeting
Thursday, May 3, 2007
1:30 p.m., Commissioners Hearing Room
County-City Building, Room 112

A G E N D A

ITEM 1: Request to create the following classifications:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED PAY GRADE</u>
2502	Senior Election Clerk	A19 (\$29,675.36 – \$38,009.92)
9857	Engineering Technician - Bridge Inspector	C15 (\$42,423.68 – \$54,342.08)

ITEM 2: Miscellaneous Discussion.

pc: David Shively
Don Thomas

LANCASTER COUNTY SENIOR ELECTION CLERK

NATURE OF WORK

This is responsible clerical work processing voter registrations, verifying petition signatures and preparing, coordinating and distributing voting supplies and information.

Work involves providing general information to the public, election candidates and elected officials regarding voting rights and processes; updating and maintaining voter registration databases; and training, supervising and evaluating the work of Casual Workers. Work also involves responsibility for composing departmental correspondence, monitoring and stocking election supplies and materials and assisting voters in using voter equipment. Supervision may be exercised over a small number of part-time or temporary staff. Supervision is received from an administrative superior with work reviewed in the form of reports, compliance with departmental regulations and procedures and results achieved.

EXAMPLES OF WORK PERFORMED

Prepare, coordinate and distribute voting documents and voter information to designated individuals or sites; answer the telephone and greet individuals entering the Election Office; provide general information to and answer questions from the public, election candidates and elected officials concerning voting rights and processes, petition circulation and election laws; update and maintain voter registration databases and card files.

Train, supervise and evaluate the work of subordinates; verify subordinate work is completed accurately and effectively; attend staff meetings and scheduled training sessions.

Scan and index voter registrations for the voter registration database; compose correspondence providing directions for voter assistance in registering and seeking early/absentee ballots; maintain departmental filing system; perform miscellaneous clerical tasks including photocopying, processing mail and typing/computer data entry.

Confirm voter eligibility and assist voters in using voting equipment; verify petition signatures; proofread written materials and documents prior to printing; generate work reports as assigned.

Monitor and stock election supplies and materials, reporting shortages as needed; sort ballot styles according to partisanship; supervise distribution of election materials and supplies; update city and rural map information and computerized street maintenance information.

Prepare all inventory necessary to complete the election, sort, file and replace all necessary items.

Scan into the computer system information from the obituaries and all felon documentation and correspondence.

Coordinate the early/absentee voting process for each election.

Prepare and repair all election signs, ballot boxes and other physical items for the election.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern office equipment, practices and procedures including computer applications and software.

Some knowledge of local, State and Federal regulations pertaining to Nebraska election laws.

Ability to efficiently prioritize work responsibilities and complete assignments within required timelines.

Ability to train, supervise and evaluate the work of subordinate staff.

Ability to establish and maintain effective working relationships with coworkers, other agencies and the general public.

Ability to communicate effectively both orally and in writing.

Ability to maintain both written and computerized records and filing systems.

Ability to deal with the general public in a tactful and courteous manner through direct communication, telephone and mail contact.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent with experience performing general office and clerical work including some supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent with some experience performing general office and clerical work or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Personnel Director

Department Head

5/2007

PS2502

LANCASTER COUNTY
ENGINEERING TECHNICIAN – BRIDGE INSPECTOR

NATURE OF WORK

This is responsible supervisory and technical work in connection with the County Engineering Department.

Work responsibilities may include one or more of the following: supervision of subordinate personnel; performance of manual or computer aided drafting; surveying; construction inspection; right-of-way work; reviewing plans and surveys for accuracy and design function. In addition, one of the position's primary responsibilities is for bridge inspection. Supervision is exercised over subordinate personnel engaged in any of the above areas of responsibility. Work is performed under the general supervision of a technical or administrative superior. Employees within this class routinely exercise independent judgment in the day-to-day functions of the position.

EXAMPLES OF WORK PERFORMED

Supervise and assist with the inspection of County bridges and box culverts in accordance with federal inspection requirements.

Act as survey party chief on a survey crew, supervising all phases of field work.

Monitor contractor activities to ensure work is completed according to plans and specifications; review and revise construction plans to ensure accuracy and design function; act as mediator between contractor and public affected by engineering projects.

Supervise and train subordinate personnel in performing engineering work including drafting and surveying skills, mathematical computations, field book preparation and plan interpretation.

Coordinate and supervise personnel involved in establishing a control point network used to determine exact mathematical positions for all section corners including restoring lost or obliterated monuments.

Supervise and/or perform quality control testing during construction projects as needed.

Perform preliminary and final drafting duties including drafting plans and profile sheets, plotting roadway cross-sections, stream meanders and flood plain sections; prepare final copies of irregular tract field note descriptions.

Research legal records to retrace previous surveys and obtain necessary information to execute land surveys.

Inspect culverts and bridges per federal inspection requirements; update structure inventory and appraisal sheets, and document deficiencies or safety problems discovered in the field.

Prepare right-of-way plans, appraisal sketches, surveys and condemnation and sectional plats.

Write legal descriptions based on computations; traverse and compute areas of taking.

9857 LANCASTER COUNTY ENGINEERING TECHNICIAN –
BRIDGE INSPECTOR

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Rate bridges in accordance with the Nebraska Department of Roads to ensure they are structurally sound and safe for public use; monitor and schedule maintenance.

Perform general labor work related to assigned engineering and/or surveying projects.

Provide State and County officials and the general public with information prepared and/or filed by the Department.

Attend all necessary classes or seminars to maintain certification as required by Federal regulations and State requirements.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, methods and techniques of land surveying.

Considerable knowledge of the principles, procedures, and standard specifications involved in planning, designing and constructing roadway projects.

Considerable knowledge of general computer hardware and software systems including mapping and drafting applications.

Considerable knowledge of the operation and maintenance of land survey equipment and tools.

Considerable knowledge of quality control testing and inspection methods and practices utilized in engineering projects.

Ability to perform complex engineering computations and compile data into reports and concise summaries.

Ability to plan, train, supervise and evaluate the work of subordinate technical personnel.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret maps, legal descriptions, construction plans and specifications.

Ability to establish and maintain effective working relationships with governmental officials, contractors, co-workers and the general public.

Ability to perform heavy manual work for extended periods of time under adverse weather conditions encompassing varied terrains.

Skill in the operation and maintenance of surveying and inspection equipment, tools and testing materials.

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BRIDGE INSPECTOR

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DESIRABLE TRAINING AND EXPERIENCE

Associate's degree or equivalent in Engineering Technology or related field plus experience supervising drafting, surveying or engineering work.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by course work in Engineering Technology or similar field plus experience as an Engineering Technician; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Certification by the State of Nebraska in accordance with 23 CFR 650 subpart c is required: In addition the following requirements must be met:

A minimum of 5 years experience at one of or any combination of the following: (a) NBI Bridge Inspecting; (b) new bridge construction; and/or (c) bridge design to be certified by the State.

In addition, an employee in this class must take and pass continuing educational courses as may be required by the Federal Highway Administration and/or the Nebraska Department of Roads to maintain Bridge Inspector Certification.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

5/2007

PS9853